

HelpAge International

Job Description

Job Title:	Project Officer
Department:	Programmes
Contract:	Secondment
Location:	Beirut, Lebanon
Duration:	12 months with possibility of renewal, subject to 3 months of probation period
Reports To:	Project Manager
Functional links:	Project Manager (based in Beirut, Lebanon) and Eurasia and Middle East Regional Humanitarian Programme Director (based in Amman, Jordan)
Terms & conditions:	12 months consultancy contract “service contract” with possibility of extension

Background

HelpAge International is a global network of not-for-profit organizations with a vision of a world where older people fulfil their potential to lead active, dignified, healthy and secure lives. With more than 70 affiliates and 300 partners across more than 50 countries the HelpAge International network brings together hundreds of organizations worldwide. HelpAge International has a secretariat with offices in London and Brussels, five regional centers in Africa, Asia/Pacific, Latin America, the Caribbean and Central Asia, seven national programmes and a number of emergencies.

The organization

HelpAge International's vision is a world where older people fulfil their potential to lead active, dignified, healthy and secure lives. We are the secretariat of the HelpAge global network,

bringing together more than 114 affiliates and 200 partners working with older people in over 50 countries.

HelpAge in Lebanon

Since January 2013, HelpAge has been working in partnership in Lebanon initially with Handicap International on an Inclusion Programme that works with humanitarian responders to ensure humanitarian assistance reaches older people and people with disabilities – two vulnerable groups that are often neglected in humanitarian response.

HelpAge then expanded its programme in order to ensure that appropriate and relevant health care services are available for older refugees in Lebanon, in particular treatment for chronic, non-communicable diseases that affect so many older people. The programme is implemented in partnership with Lebanese local NGOs.

Job content and Relations:

This post will be based in the HelpAge International project office in Beirut, Lebanon, with key relationships extending across the Lebanon based projects and with all partner organizations offices.

Key Tasks:

- Monitor all project activities and evaluate the progress towards achieving the project outcomes
- Conduct regular field visits to the project sites
- Support partners in the implementation of planned activities and recommend corrective measures when needed
- Support the project staff in the use and application of the project monitoring tools
- Provide feedback to the project manager on project activities and outputs
- Provide inputs, information and statistics for the project reports
- Assist in coordinating among different partners to ensure effective implementation of project activities
- Conduct regular needs and capacity assessment of project sites and staff and report findings to the project manager
- Identify bottlenecks and suggest plans and strategies for improving the efficiency and effectiveness of the project
- Report weekly and monthly all project activities to the project manager and write the progress and final report of the project
- Participate in preparing concept notes, project reviews and relevant reports as needed
- Perform other duties as required

PERSON SPECIFICATION:**Education**

- BS degree in nursing, public health, health sciences, social sciences or any related field

Skills

- Good monitoring skills with attention to details
- Good communication and interpersonal skills

Knowledge

- knowledge of tools used for needs assessment, data collection and data analysis
- Experience of literature review and production of reports.
- Good Command of English Language

The post-holder is expected to operate within all HelpAge policies and procedures.

I undersigned certifies that I agree with this JD related to my position.

Date and signature.....